



STAFF MEETING

The Support Staff Organization met on Friday, March 27th to discuss various methods of improving communication and morale among employees. The group agreed to meet monthly to discuss opportunities of involvement. Rick Rogers will meet with the support staff members to review current issues, and a main topic will be reviewed each month.

Each member present was asked to list the things they liked most about working at Shelton State and the things they liked least. Employees were asked to send these to Rick Rogers in confidence.

Future topics to be discussed are tenure and annual evaluations. Don't forget to send in your lists.

POSTSECONDARY COMMITTEE

Shelton State Community College employees will participate in a state-wide election to serve on the Chancellor's "Postsecondary Advisory Committee on Policy Matters."

The college will submit names from the support staff, faculty and administration, for this state-wide ballot.

Betty Brown and Tommy Taylor have been selected to represent the support staff on the ballot. Faculty and administrative representative will be chosen by April 9, 1992.

Good luck to Tommy and Betty!

MRS. JUNKIN TO RETIRE

Mrs. Kathleen Junkin will retire from Shelton State Community College on May 1, 1992. Mrs. Junkin has been employed at SSCC for 14 years, all of which have been spent in the college bookstore.

Mrs. Junkin plans to read, sew, travel, and spend time with her family. Congratulations and good luck to Mrs. Junkin.

LOONEY LIBRARY EXHIBIT

Various types of art by Paul Looney will be exhibited in the Skyland Campus Library from April 7 - 29.

Paul is the Artistic Director for Theater Tuscaloosa and a member of the Shelton State Faculty. Visit the library soon to view this most interesting exhibit.

HANDBOOK REVISED

The personnel handbook was recently revised to include updates on Emergency Leave, Travel and Security.

Please contact Rick Rogers if you have any questions or would like to recommend changes in the handbook.

AMERICAN DISABILITIES ACT

The recently passed legislation from the American disabilities Act requires that job descriptions and job announcements be very specific in listing job related responsibilities and requirements.

The college will soon work with employees to revise their job descriptions. In addition, job announcements will be more specific in listing essential duties and job requirements for vacant positions.

If you have any questions, please contact Rick Rogers.

GRADUATION DATE SET

Graduation exercises for 1992 will be held at the Bama Theater on May 27th at 7:00pm.

Judge John Karrah has agreed to give the graduation address for this year's ceremony. A reception will be held at 5:30pm for graduates, their families, and employees of the college.



CONGRATULATIONS HOLLY!

Holly Gwin, Secretary to the Counseling center, was recently inducted into Phi Upsilon Omicron. Holly, who will soon earn her BS from The University of Alabama, was one of twenty people inducted in the scholastic honor society of The University.

Way to go Holly!

TAX REFUND DEADLINE

Don't forget that **April 15, 1992** is the deadline for filing your 1991 federal and state income tax returns

APRIL IS COMMUNITY COLLEGE MONTH

EMPLOYEE PROFILE: THE SHELTON STATE FAMILY

Judy Johnson has been a part of the Shelton State Support Staff Family for five years. She began working in the Business Office in 1987 as the college cashier. She currently serves as the college Bookstore Officer.

Her duties include the daily operations of the bookstore, working with faculty and staff on orders for books, materials and supplies, and meeting with sales representatives.

Judy lives in Greensboro with her husband Terry. Her hobbies include horses, softball and most outdoor activities. Terry and Judy have five horses, a dog, and a cat that keep them busy during their spare time.

Judy's pleasant personality and positive work ethic make her a popular and valuable member of the Shelton State Family.

REGISTRATION DATES

The dates for the Summer quarter have been decided and they are shown on the schedules below

April 20-21 1:00 - 4:00 April 22 3:00 - 6:00
 April 23 4:00 - 8:00 April 24 9:00 - 1:00
 May 21-22 1:00 - 3:00

NEW EMPLOYEE

Mr. Steve McInnis recently joined the college staff as Bookstore Manager for the Alabama State Fire College. In addition to working with the daily operation of the Fire College Bookstore, Steve will have the responsibility of developing and implementing a national promotional plan for fire college books, materials, and supplies.

Welcome aboard Steve.

SHELTON FIRECRACKERS

The Shelton State Firecrackers are practicing in preparation for this year's softball season. Last year the team finished at the top of their division and had a great deal of fun.

It is not too late to sign up to play. Those interested in joining should contact Judy Johnson at ext. 2222.

NEW ARRIVAL

Ronda and Randall Shirley are the proud new parents of a little girl, Jordan Rae Shirley. Jordan was born on March 10, weighed 6 lbs 11 ounces, and was 18.5 inches long.

Congratulations to Randall and Ronda.



April 1992 SHELTON STATE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 April Fools Day	2	3
6	7	8	9	10
13	14	15	16	17 Good Friday
20 1:00pm REGISTRATION	21 1:00pm REGISTRATION	22 3:00pm REGISTRATION	23 4:00pm REGISTRATION	24 9:00am REGISTRATION
27	28	29	30	

May 1992 SHELTON STATE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21 1:00pm REGISTRATION	22 1:00pm REGISTRATION
25 Memorial Day (Observed)	26	27	28	29